

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
U.S. Department of Labor

2. MAJOR SUBDIVISION
Bureau of Labor Statistics

3. MINOR SUBDIVISION
Office of Compensation & Working Conditions

4. NAME OF PERSON WITH WHOM TO CONFER
Douglas R. LeRoy

5. TELEPHONE
202-606-6278

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-257-95-1

DATE RECEIVED
10-24-94

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE **11-18-94** ARCHIVIST OF THE UNITED STATES
Cecily H. ...

6. AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required; is attached; or has been requested.

DATE **10-11-94** SIGNATURE OF AGENCY REPRESENTATIVE *Karen H. Mumby* TITLE
Chief, Branch of Records Mgmt & General Services

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	Major Collective Bargaining Settlements (Private Sector and State and Local Government) - Database Update Tape Files. Inclusive Dates: 1994- <i>GRS 20/26</i> Volume: approx 9 cu. ft.	NI-257-86-2 Item 159	
2	Major Collective Bargaining Settlements (Private Sector and State and Local Government) Master Database Tape Files. Inclusive Dates: 1974-Present Volume: .05 cu. ft. Detailed Descriptions Attached	NI-257-86-2 Item 160	

Copies sent to Agency, NNB, NNT, NSX, NIA @ 11/23/94

Attachment:

- ~~1. **Major Collective Bargaining Settlements (Private Sector & State and Local Government) -- Database Update Tape Files.** Periodically, bi-weekly, updates are made for both private industry and state & local government settlements. For each update, a backup copy resides on tape. Some 50 to 60 tapes are created per year during this update process for the current wage system data base.~~

~~**Retention Period:** With the exception of the Master tape sets described in Item 2, scratch after end-of-year close out.~~

GRS 20/26

2. **Major Collective Bargaining Settlements (Private Sector & State and Local Government)--Master Database Tape Files.** Consists of one or two pairs of tapes per year--one master and one backup tape, which mirror data on the master file. The number of tapes depends on whether private sector, and State & Local government (public sector) end-of-year data collection closing dates coincide. There will be one pair if they coincide, two if they do not. At the end of each calendar year, collection for settlements in that year are completed (made "Final"). Each tape is a full historical account of labor contracts agreed upon by major collective bargaining units--those covering 1,000 workers or more--up to the end of the designated calendar year. For the private sector, tapes generally contain summaries of all settlements for each unit negotiated in 1974 or later, but for the public sector summaries are available only for settlements negotiated in 1978 or later. Fields for each record include identification, contract term, employment, and negotiated wage and cost-of-living change information. Tapes are stored and maintained at the NIH computer facilities.

Retention Period:

- a. **Master Database Tape Files at Central Computer.**
Permanent. Restricted Access. Offer each Master tape to National Archives when no contract for any bargaining unit expires less than six (6) years prior to the current date. Indicate whether the tape contains "Final" data for Private sector, State & Local Government, or both.
- b. **Public Use files: Permanent.** Transfer to the National Archives with Master Database Tape Files. Files may be disseminated without restrictions.

- c. **Backup Tapes.** Scratch after Master tapes delivered to National Archives.

- d. **Documentation.** **Permanent.** Transfer to the National Archives with the initial Master Tape files. Provide updates as required. Documentation includes coding manual defining fields and codes; a layout description describing record and file formats; and a list itemizing fields and records that are to be kept confidential.